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Andaman And



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EXTRAORDINARY

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No. 110, Port Blair, Tuesday, August 12, 2014

ANDAMAN AND NICOBAR ADMINISTRATION

Directorate of Agriculture

Port Blair

NOTIFICATION

Port Blair, dated the 12th August, 2014

No.105/2014/F.No.16-372/Estt./DA/2013.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, New Delhi, Notification No.U-14/3/60-ANL dated 11.04.1960, and in supersession of all previous Notifications issued in this regard, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, hereby makes the following Rules regulating the method of recruitment to the Group 'C' posts of **Daftry, Peon, Chowkidar and Safaiwala**, re-designate as "**Multi Tasking Staff**" borne in the Department of Agriculture, Andaman and Nicobar Administration, namely:-

1. Short Title and Commencement :

- (i) These Rules may be called the Andaman and Nicobar Administration (Multi Tasking Staff in the Department of Agriculture) Recruitment Rules, 2014.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay :

The number of posts, their classification and the Pay Band & Grade Pay/Scale of Pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

3. Method of Recruitment, Age Limit and Qualifications :

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedule.

4. Disqualification : No person —

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

5. Powers to Relax :

Where the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings :

Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lieutenant Governor,
Andaman & Nicobar Islands.**

By order and in the name of the Lieutenant Governor,

Sd./-
**Assistant Director (Admn.)
Directorate of Agriculture**

SCHEDULE TO ANNEXURE – I
RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF IN THE
DEPARTMENT OF AGRICULTURE

1	Name of post	MULTI TASKING STAFF
2	Number of post(s)	73 (Seventy three)* 2014 *Subject to variation depending on workload
3	Classification	General Central Services Group 'C' (Non-Gazetted, Non-Ministerial)
4	Pay Band and Grade Pay/ Scale of Pay	PB-1 Rs. 5200-20200 + G P Rs. 1800
5	Whether selection or non-selection post ?	Not applicable
6	Age limit for direct recruits	18 to 33 years for male candidates and 18 to 38 years for female candidates. (Relaxable upto 5 years for Govt. Servants in accordance with the instructions or orders issued by the Central Govt.) Note :- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates/names from the Employment Exchange.
7	Educational and other qualifications prescribed for direct recruits	Essential : Must have passed Secondary School Examination (X th Std.) from a recognized Board / Institution. Desirable : a) Training in basic and refresher courses in Home Guard and Civil Defence. b) Ability to ride Bicycle. c) Ability to stitch File/Records and its maintenance
8	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	2 (Two) years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment

11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for Confirmation) consisting of :-</u> 1. Director of Agriculture - Chairman 2. Joint Director (HQ), AH&VS, Directorate of AH&VS - Member 3. Assistant Director (Admn.), Directorate of Agriculture - Member
13	Circumstances in which UPSC is to be consulted in making the recruitment	Not applicable
14	Duties and responsibilities	Attached as Annexure to the Schedule.

SCHEDULE TO ANNEXURE - II**JOB DESCRIPTION IN RESPECT OF THE POST OF MULTI TASKING STAFF IN THE DEPARTMENT OF AGRICULTURE**

- Physical maintenance of records of the Section.
- General Cleanliness and upkeep of the Section/Units.
- Carrying of files and other papers within the building.
- Photo Copying, sending of Fax etc.
- Other non-clerical works in the Section/Units.
- Assisting in routine office work like diary, dispatch etc. including Computer.
- Delivering of Dak (out side the building).
- Watch and Ward duties.
- Opening and closing of rooms.
- Cleaning of rooms.
- Dusting of furnitures etc.
- Cleaning of building fixtures etc.
- Up-keep of parks, lawns, potted plants etc.
- To assist the store staff in collection of stationery and other materials, equipments, furniture etc. from the firms and to stack in the store properly.
- To assist the store staff for issuance of stationery and other materials to different section/units on the basis of proper indent.
- To assist in shifting furniture and equipments from one place to another in the office as directed by the Officer-in-Charge.
- To assist the store staff in keeping unserviceable furniture/equipments, stores in the proper manner at appropriate place.
- Any other work assigned by the superior authority.